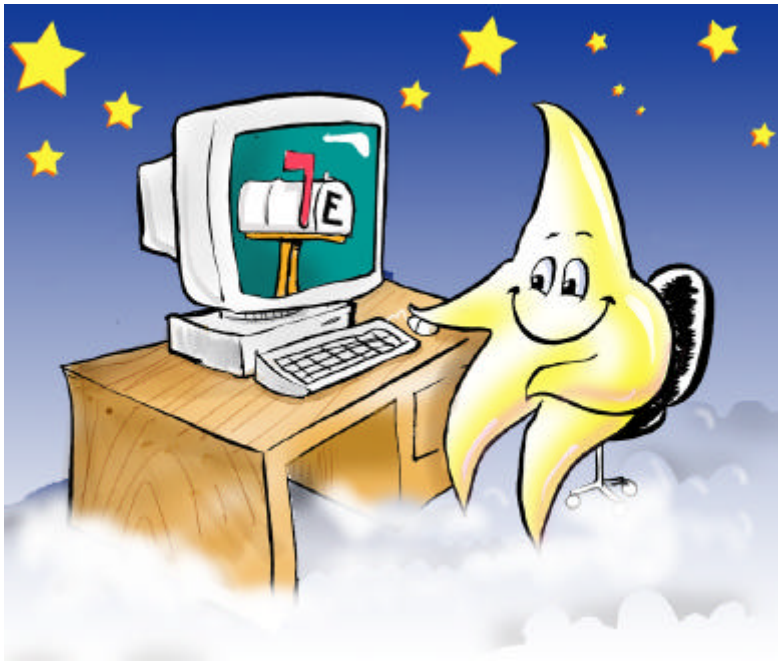
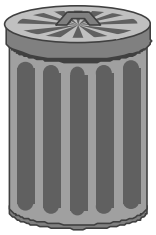
Presents

"Surviving Information Overload:
Preventing Technological Takeover"



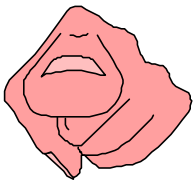
The "6-D" Information Sorting System

❶ D _____



❷ D _____

❸ D _____



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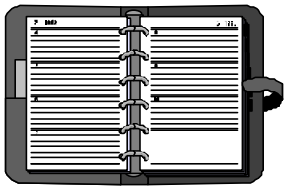

❺ D _____

❻ D _____

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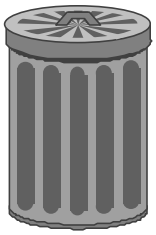
(303) 471-7401, Fax: (303) 471-7402, email: Laura@LauraStack.com

The "6 D" Equivalents for Paper

❶ _____



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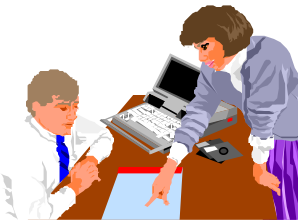

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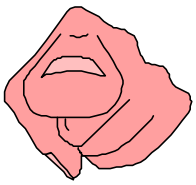

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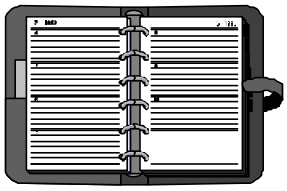

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The Tickler File

Procedure:

1. Get 43 hanging folders. Label 1-31 for the days, 12 for the months. Hang in an accessible file drawer, a file box, or use an expandable file. The current month is the first folder, and the current day is the second folder. The rest hang in order of the calendar. For example, on October 8, your folders would look like this:

October
8
9...
31
November
1
2...
7
December
January...
September

2. File action (or pending) papers on the day you need to see them again. For example, if you register for a conference in January, you don't have any numbered folders yet for January (they are all behind October and November in our example), so you'd simply drop that in the January folder. Or, if you get a meeting notice and agenda for November 2, you'd note the day and time on your calendar, and drop the agenda in the folder marked 2.
3. Each day (preferably the day before), take out the folder for that day. Remove the contents and refile any papers you're not going to work on tomorrow. Put the papers in an action bin on top of your desk and refile the empty folder. At the end of the day, if there are papers left over in the action bin, reevaluate and refile in the tickler file. Review next month's folder the last day of each month.
4. Store today's action items in a "priority tray" on your work surface
5. Record tasks on your to-do list
6. When October 8 is over, you remove the number 8 folder behind the November folder, so now it becomes November 8.
7. Feed fun things other than papers into the file to make you smile.

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The Four Different Types of Files

1. Active / Dynamic – Tickler – 1 / day – keep in immediate proximity to you

2. Project / Client – Meetings / Committees / Reports – 1 / month – near your work area

3. Reference / Permanent – Completed projects – 1 / year – in back of office

4. Archive / History – haven't been touched in a year – store outside office

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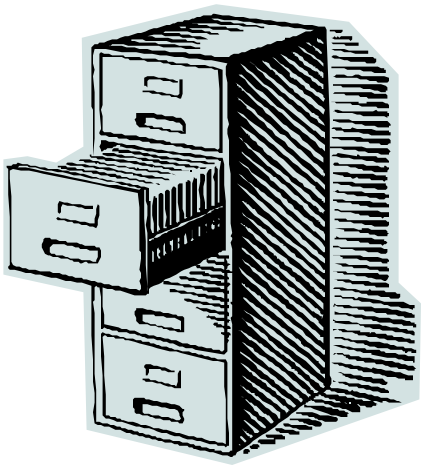
Reference/Permanent Filing Tips

- Use a noun as the key word
- Employ the marker system
- Color code
- Consistently add information
- Purge regularly
- File at least weekly



Example of The Marker System

BUSINESS
Certifications, WBE/SDB
Registration, Business
CLIENTS
Active
Denver Police Academy
Denver Water
IBM
Jefferson County
Inactive
CareerTrack
University of Colorado
Denver Auditors Office
Sioux City School
…
FORMS
Checklist, seminar
Evaluations
Questionnaire, Pre-program
LEGAL
Copyrights
Permissions
MARKETING
Fliers
Media kit

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Addresses to Stop Junk Mail

Junk mail:
Direct Marketing Association
Mail Preference Service
P.O. Box 9008
Farmingdale, NY 11735-9008
Give all addresses and former names
Write "Please remove me from your members' mailing lists"

Phone calls:
Direct Marketing Association
Telephone Preference Service
P.O. Box 9014
Famingdale, NY 11735-9014
Give all phone numbers. Write "Put me on your 'No Calls' list"

Credit cards:
Associated Credit Bureaus, Inc.
Opt Out Program
1090 Vermont Avenue N.W., Suite 200
Washington D.C. 20005-4905
Include Social Security Number

My favorite organization catalogs:

1. The Container Store (Closets, Kitchens) 1-800-733-3532
2. Office Max (Office Supplies) 1-800-788-8080
3. Lillian Vernon's Neat Ideas for an Organized Life 1-800-285-5555
4. FranklinCovey (Planners) 1-800-863-1492

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The "6 D" Equivalents for Email

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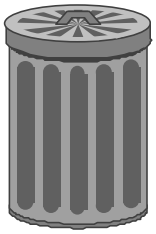

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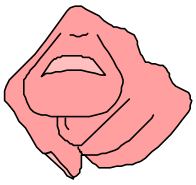

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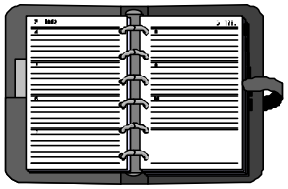

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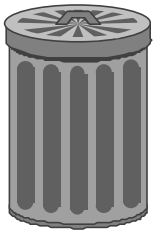
The "6 D" Equivalents for Voice Mail

❶ _____



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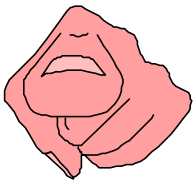

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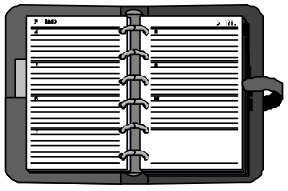

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